This poster identifies key strategic areas to consider in developing a standard digitization protocol in order to capture the unique aspects of geospatial images. It also enumerates the process of implementing these solutions into an institution's regular digitization workflow. This study draws insights from experiences at the National Agricultural Library.

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Collection Development
- Used overall NAL policy as a basis and added components specifically for aerial images

Requirements
- Staff, budget, hardware / software, training

Submission Information Package
- Item information requirements, optional item information, formats accepted

Workflow / Timelines
- Flow chart established for overall process; more detailed flow charts created for each individual process section
- Time to complete each step estimated

Standards
- Preservation and access copy specifications
- Golden Thread software implemented for digitization quality control
- Collection-specific digitization job submission forms created to maintain consistency between acquisitions

Naming Convention
- Year_Area_Roll_Frame.ext format used for initial scans

Metadata
- ISO 19115:2003 North American Profile for geospatial data; 19115-2 for gridded datasets
- Geospatial, administrative, and image metadata added using ArcGIS

Access
- Web interface for public access – individual images and mosaic displays
- Dissemination Information Package established

Preservation / Storage
- Temporary storage and preservation / dark archive storage established

Quality Control
- Software recommended for validating transfers, verifying that copies match original, and verifying integrity of migrated data among other functions
- Schedule – when and how often to perform quality control measures
- Reformatting guidelines established

With a clear policy and workflow protocol outlined at every step of the process using current tools and technology, future accession and digitization of visual materials will be more efficient, interoperability among aerial image collections will be improved, and patrons will have more convenient access to the materials they need in the formats they require.

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